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1 October 1951

PROPOSED STEPS FOR ESTABLISHMENT OF A
CAREER SERVICE PROGRAM

1. That steps be taken through a committee to establish a rating and appraisal system.
2. That employees who have been on the job two years signify intention to remain five more, willing to go overseas, and who wish to enter the career service, be rated in the following order:
 - a. GS-9 and above within six months
 - b. GS-7 (and those above who become eligible in the meanwhile) within twelve months
 - c. GS-5 (and those above who become eligible in the meanwhile) within eighteen months
3. That those rated satisfactory and above be enlisted in the Career Service.
4. That those rated below satisfactory be placed on probation for six months, and dismissed if they are not rated satisfactory at the end of that time. That a board be appointed to hear appeals, with authority to order assessment and re-assignment if it seems desirable.
5. That those rated Excellent and above be studied to determine if they have further potential. The Board of Review in each office shall determine whether such an employee will be more useful to his office after further training and rotation.

Employees who wish to leave their offices for other or more general work will be studied by the board of examinations and review.

All employees so rated excellent or better will be tested and assessed, as an aid to the boards.

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